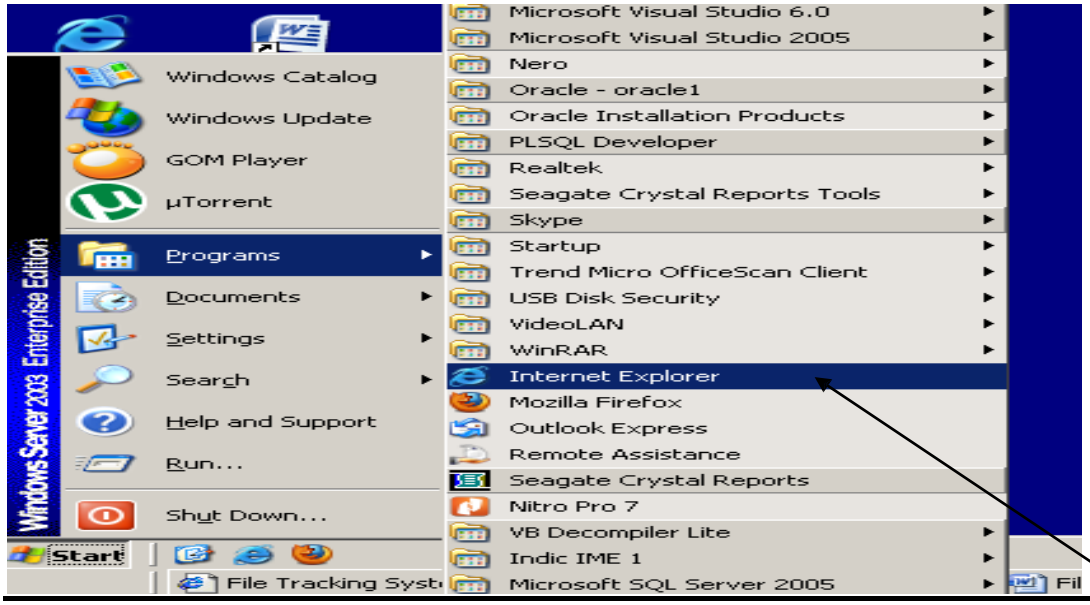
File Tracking System User Manual

1. Starting File Tracking System

Step 1: Click on **Start ---- > All Programs ---- > Internet Explorer.**

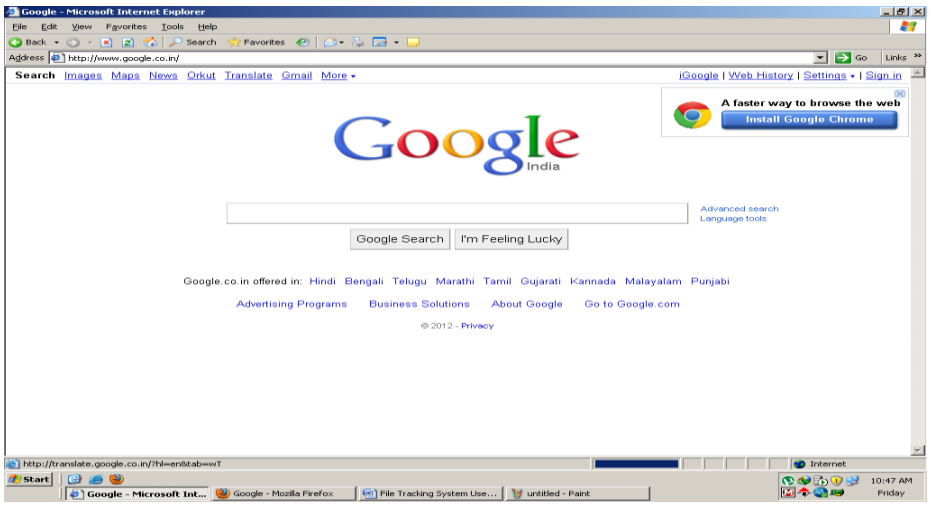
OR

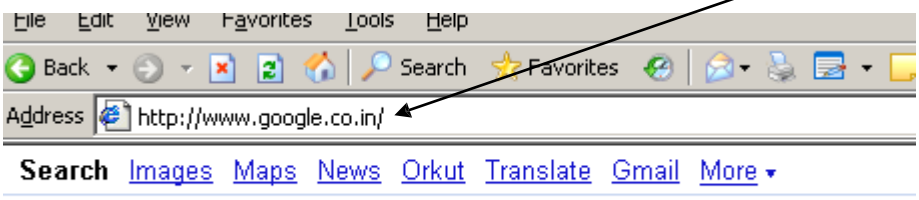
Click on **File Tracking System (DDA)** shortcut available on the desktop of your computer.



click on the highlighted text

Step 2: After clicking on Internet Explorer, following window will be opened.



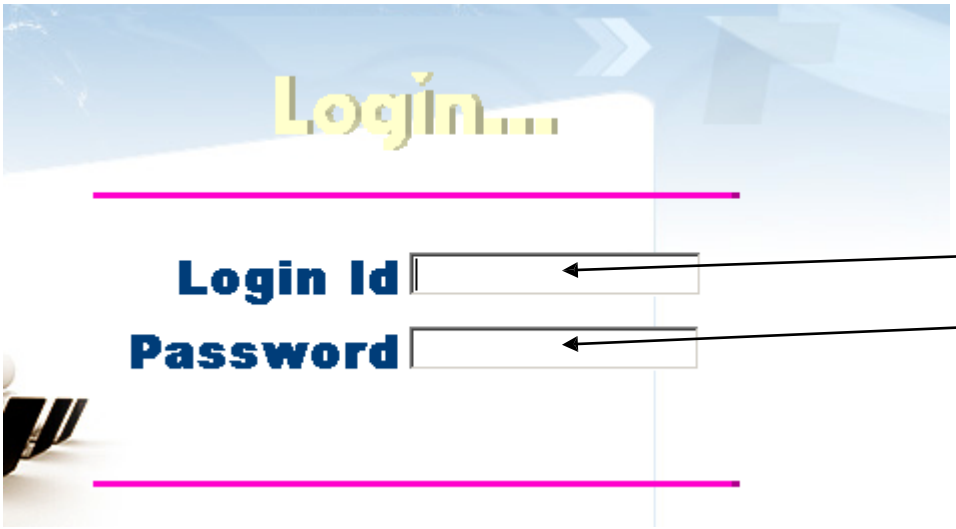


Type here: http://dda.org.in/fts And hit the enter button on your Keyboard.

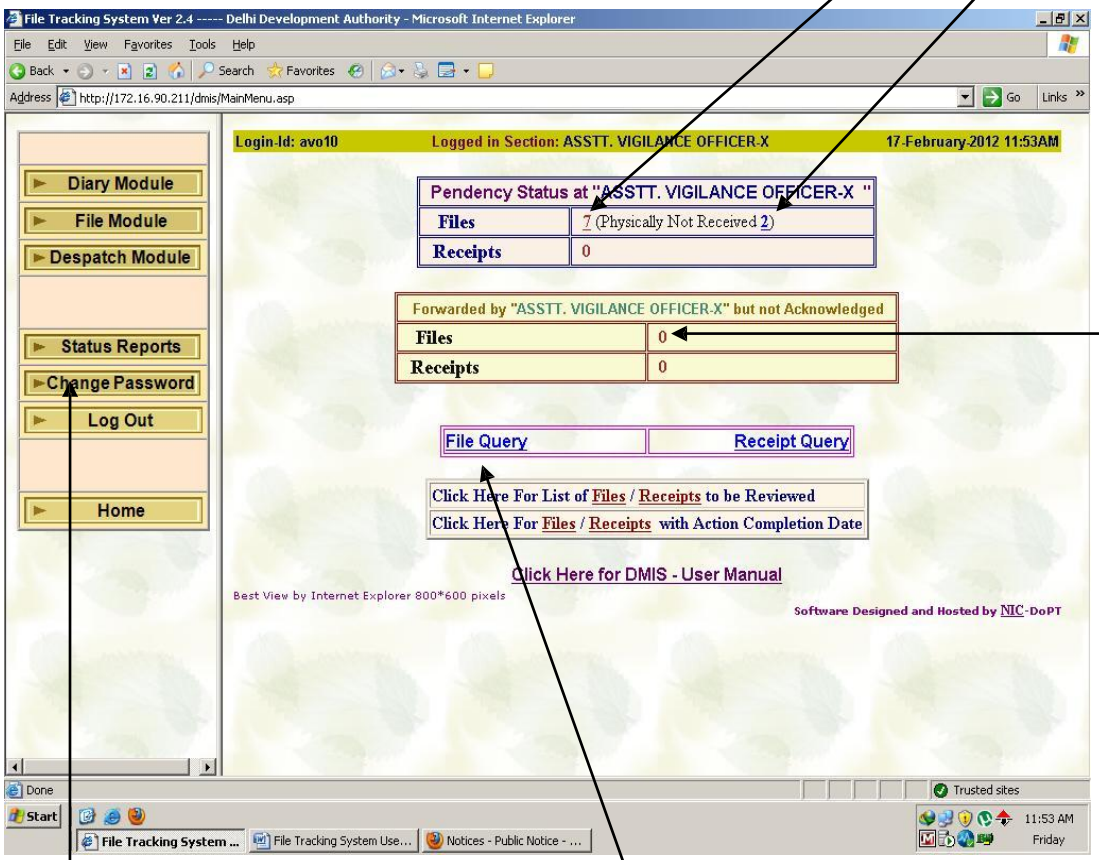
Step 3: After that the following screen will be displayed, enter the following details:

1. Login ID ---- > Login ID provided by System Department
2. Password ----- > Password provided by System Department.

Note: If you don't know your Login ID/Password please call the system department at **1469**



After entering valid **Login ID/Password** you will get the following screen.



2. Working with File Tracking System.

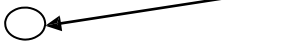
2.1 Creating a new file

Following are the steps to create a new file.

Step 1. Click on **File Module**.

Step 2. Click on **Create Main File** in the **File Menu.**

Step 3. Click on **Single File System**.



Step 4. Enter the Following details in the form.

1. File No **(Required)**
2. File Opening Date **(Required)**
3. File Category
4. File Classification
5. Previous Reference
6. Next Reference
7. Subject **(Required)**
8. Remarks
9. Review Date
10. Action Completion Date

Step 5. Click on "**Submit**" button and you will get message saying "**File Created Successfully**".

Step 6. Click on the "**OK**" button.

2.2 Editing a file

Note: Files once forwarded to any section can't be edited.

Step 1. Click on **File Module.**

Step 2. Click on **Edit File** in the **FileMenu.**

Step 3. Enter the File No.(if you know),else click on the "**submit**" button.You will get all the editable files on your screen.

Step 4. Select the file which you want to edit from the list.

Step 5. Fill the form with updated details and click on save.

2.3 Taking Printout of reports

Step 1. Click on File Module.

Step 2. Click on Reports from left pane.

Step 3. Select the type of report from the right pane.

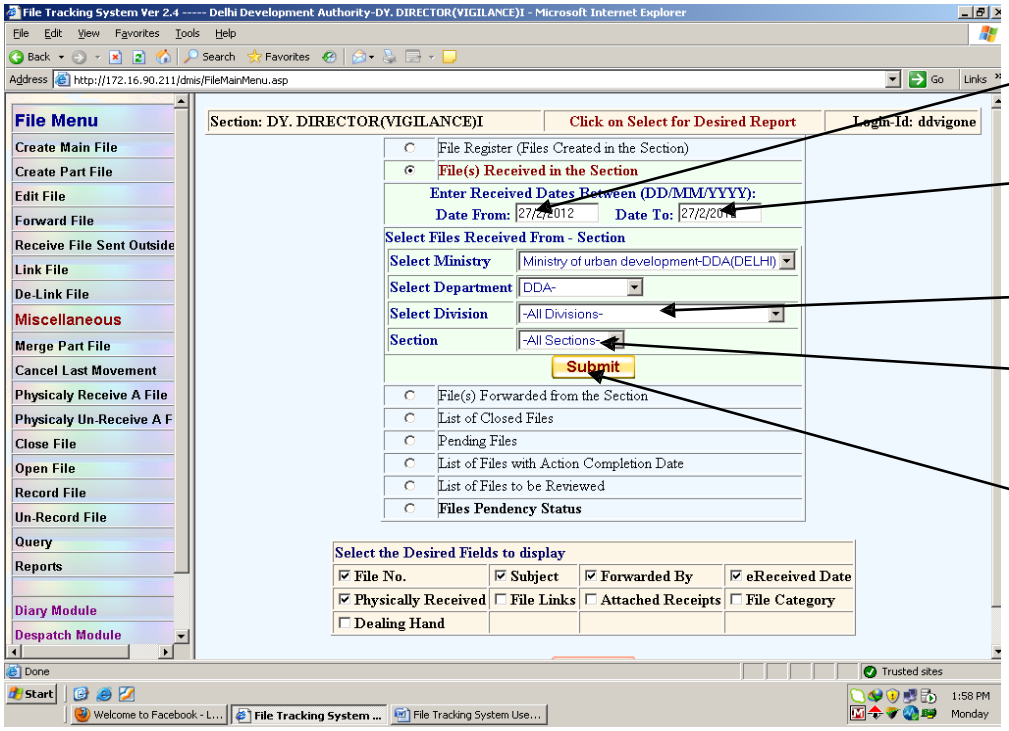
Eg. Files Register(Files created in the section)
Files Received(Files Received in the section)
Files forwarded(Files forwarded from the section)

Step 4. Select the division(Eg. Vigilance) and section

Note: This step can only be performed for received and forwarded files.

Step 5. Enter the Date From(starting date of report) and Date To(end date of report).

Step 6. Click on the submit button to get the report.



Date From

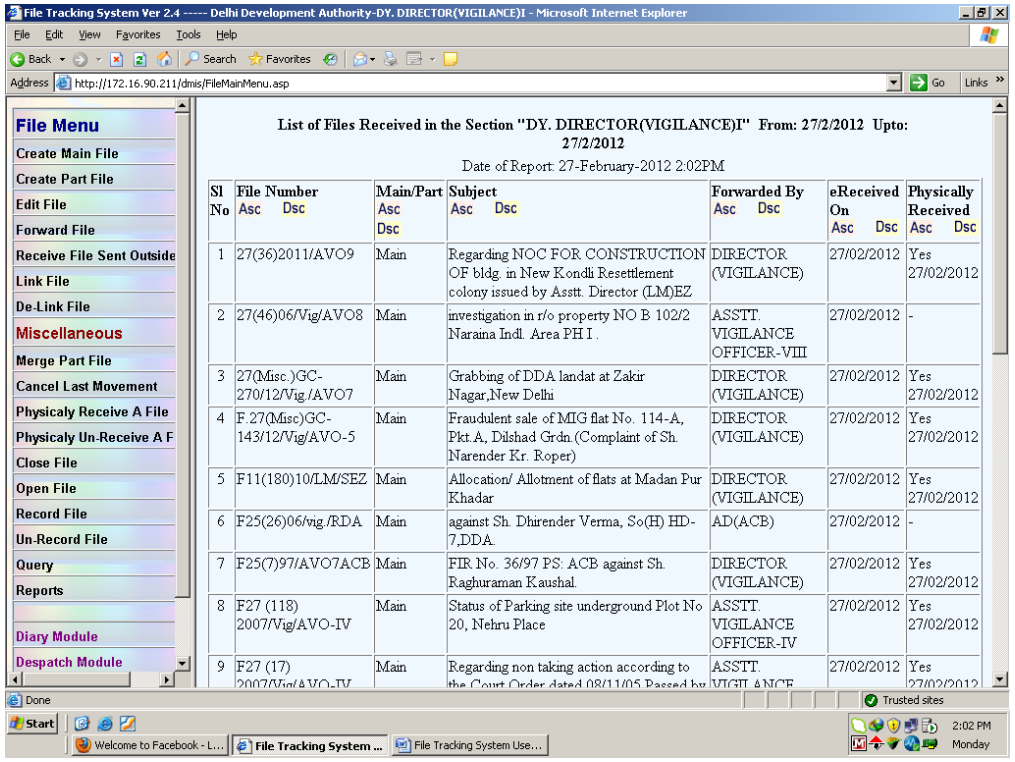
Date To

Select Division

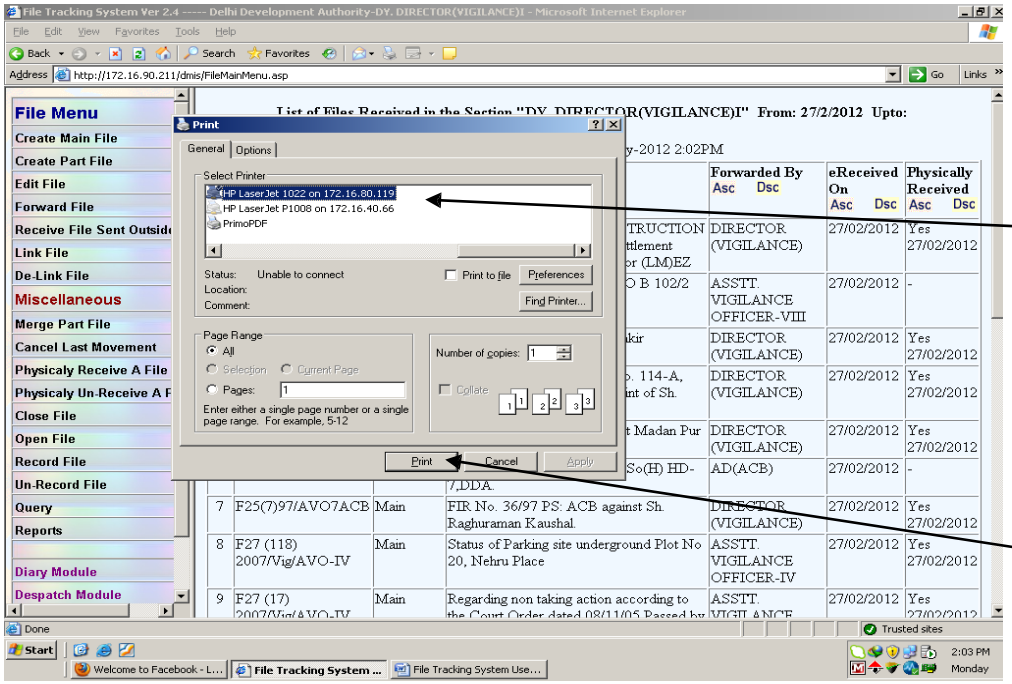
Select section.

Click on submit.

After filling the above details you will get the following report.



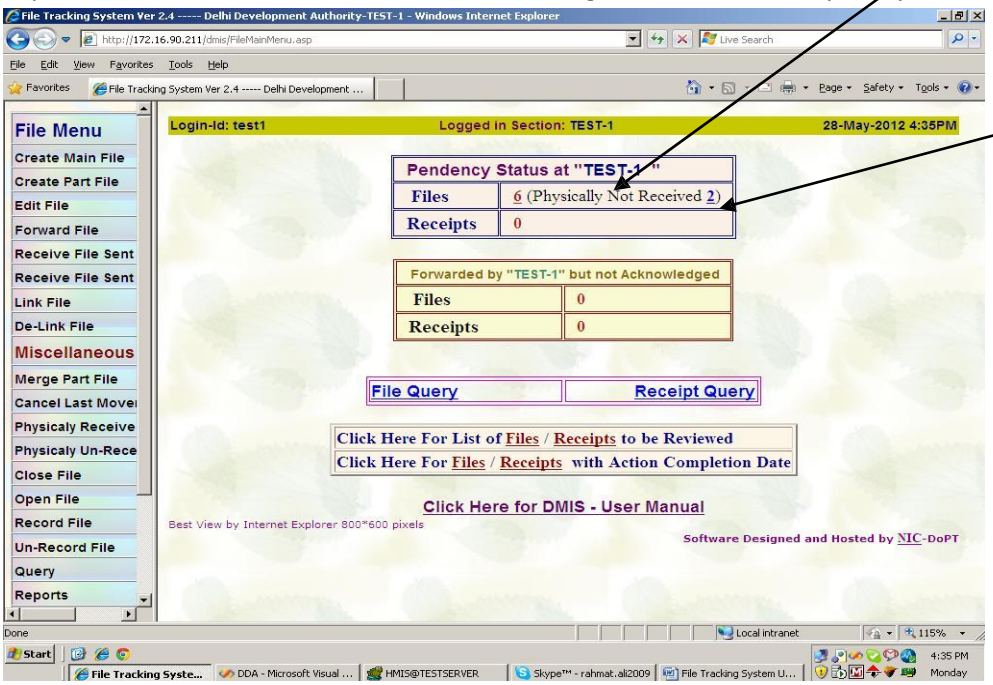
Taking printout of report:

1. Press (CTRL + P) in your keyboard,you will get the following window.
2. 

3. Select your printer from the list and click the **Print** button.

1. Receiving Files.

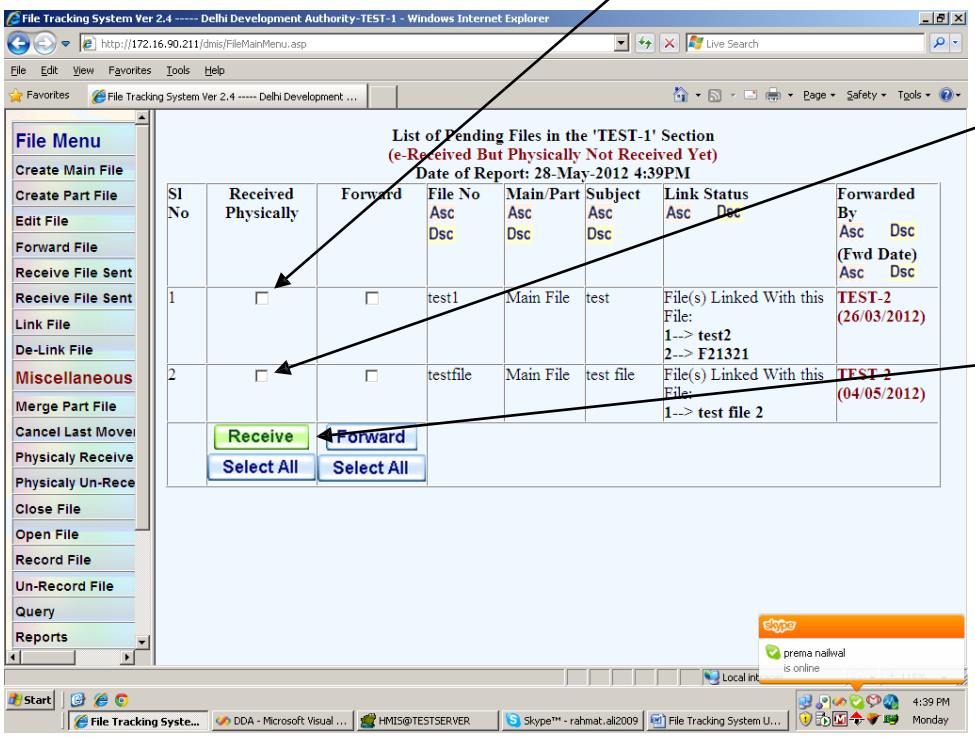
Step 1: Click on the blue colored number on the right hand side of “Physically Not Received”



Click on the blue colored number

Step 2: After that following screen will appear

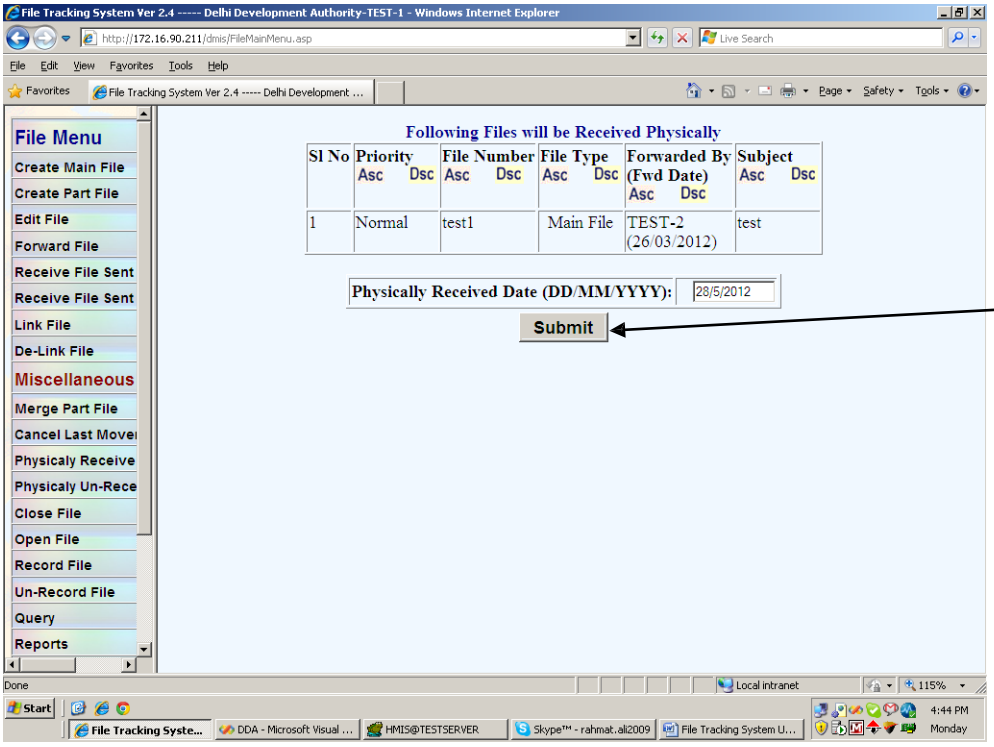
click on the box to select the file and click on Receive button



You can select multiple files for receiving

Click on receive button to select the files.

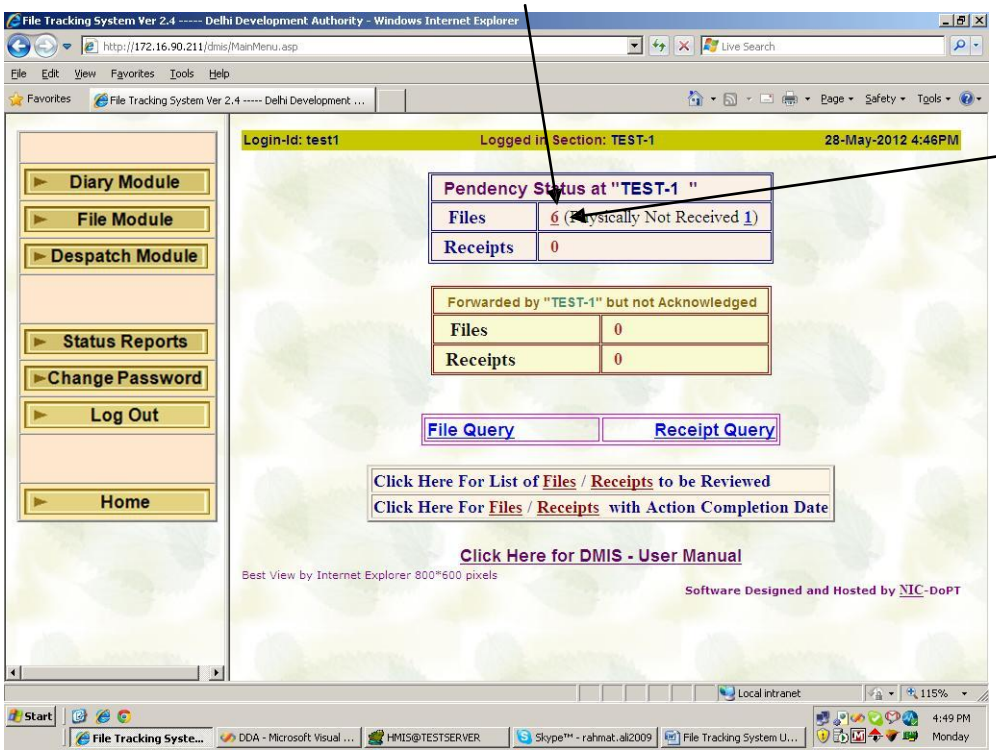
Step 3: After clicking on Receive Button you will get the following screen



Click on the Submit button to receive files.

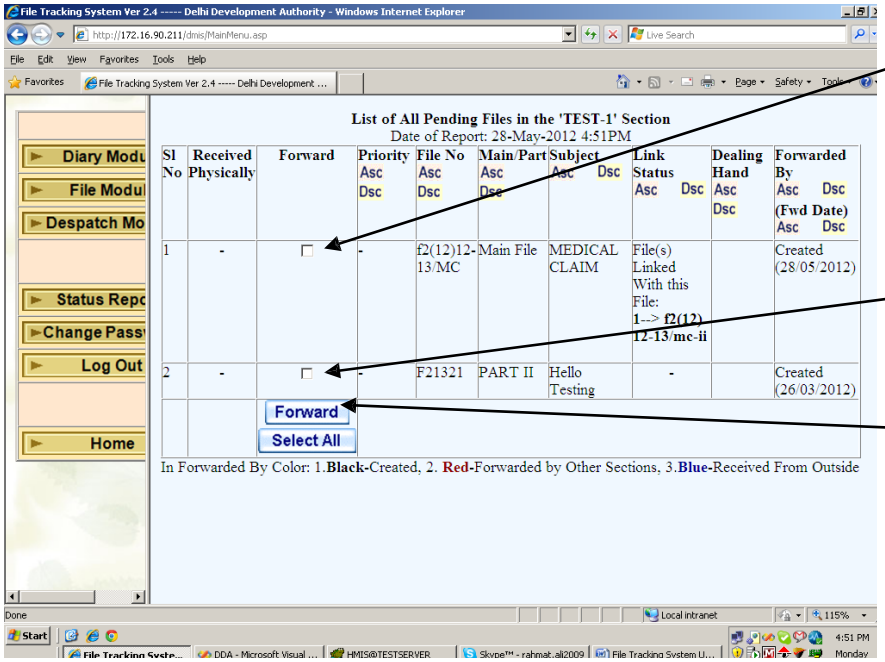
2. Forwarding Files

Step 1: Click on the Red colored number for forwarding files.



Click on the red colored number

Step 2: After clicking the link you will get the following screen. Select the desired files under Forward column by clicking on the box provided against each file.

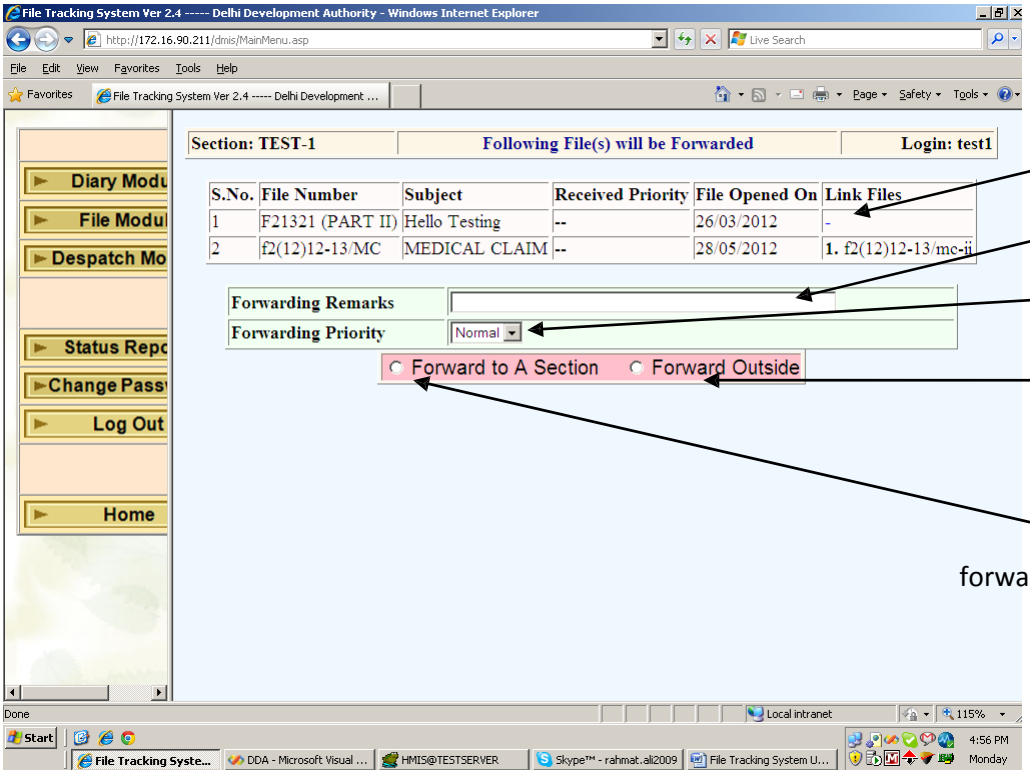


Click on the box to select the file for forwarding.

You can select multiple files for forwarding.

Click on Forward button to make selection final.

Step 3: After clicking on Forward you will get the following screen.



List of files to be forwarded

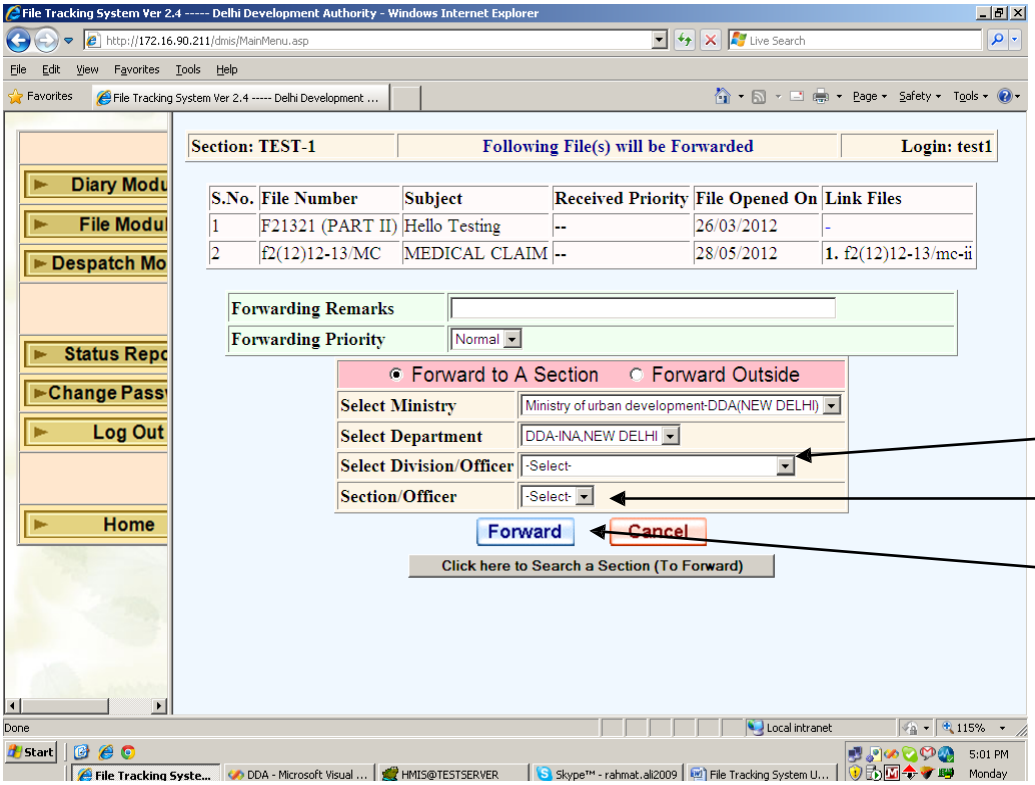
Forwarding Remarks (If Any)

Select file priority

Forward files outside DDA, Vikas Sadan

Click on this circle if you want to forward the files within DDA, Vikas Sadan

Step 4. By Clicking on **Forward to A section** for forwarding files within DDA, then you will get the following screen.

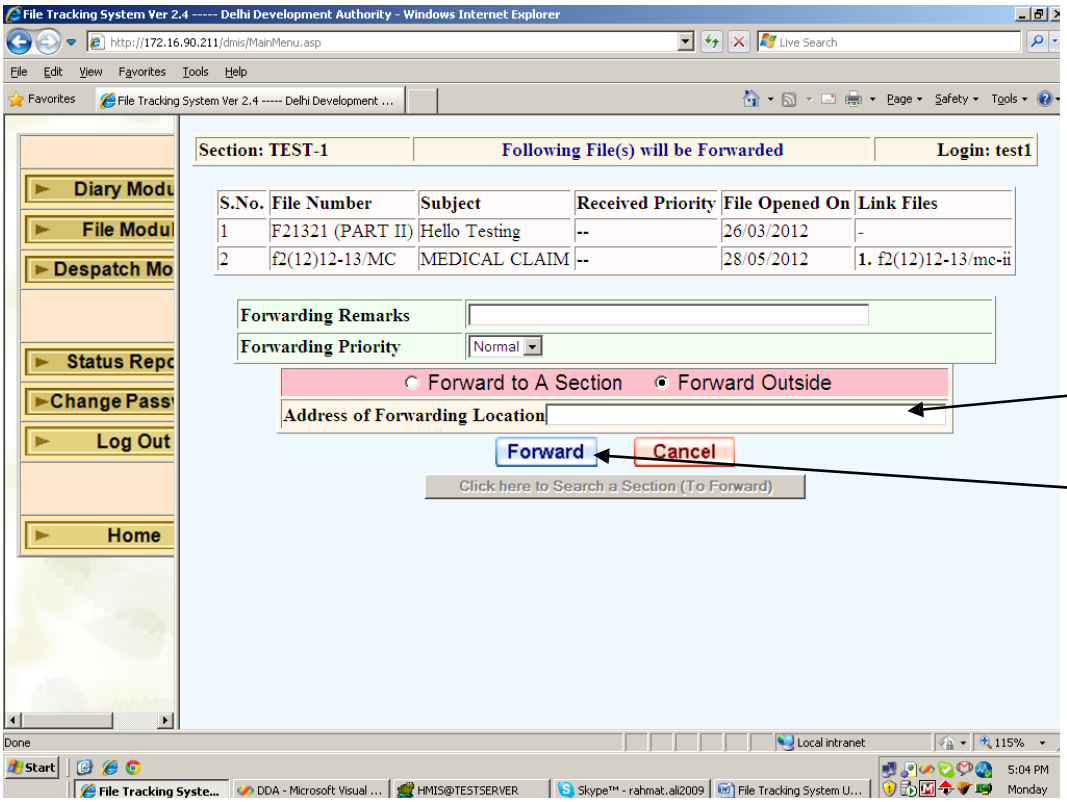


Select Division/Department

Select section

Click on forward to Forward the files.

Step 5. If Forward Outside is clicked then you will get the following screen

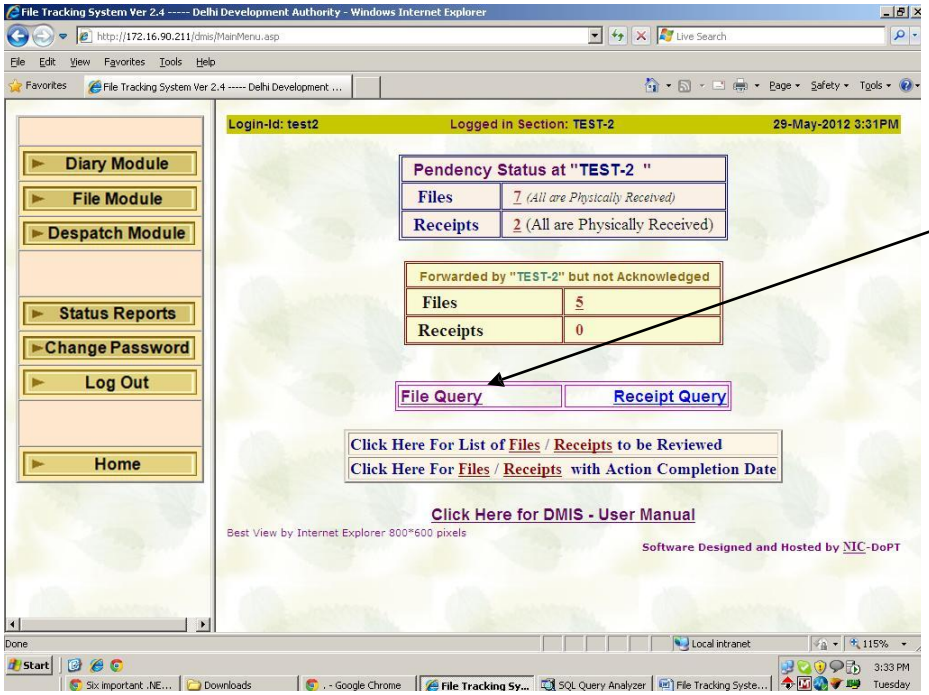


Enter the address of concerned office

Click on forward to forward the files

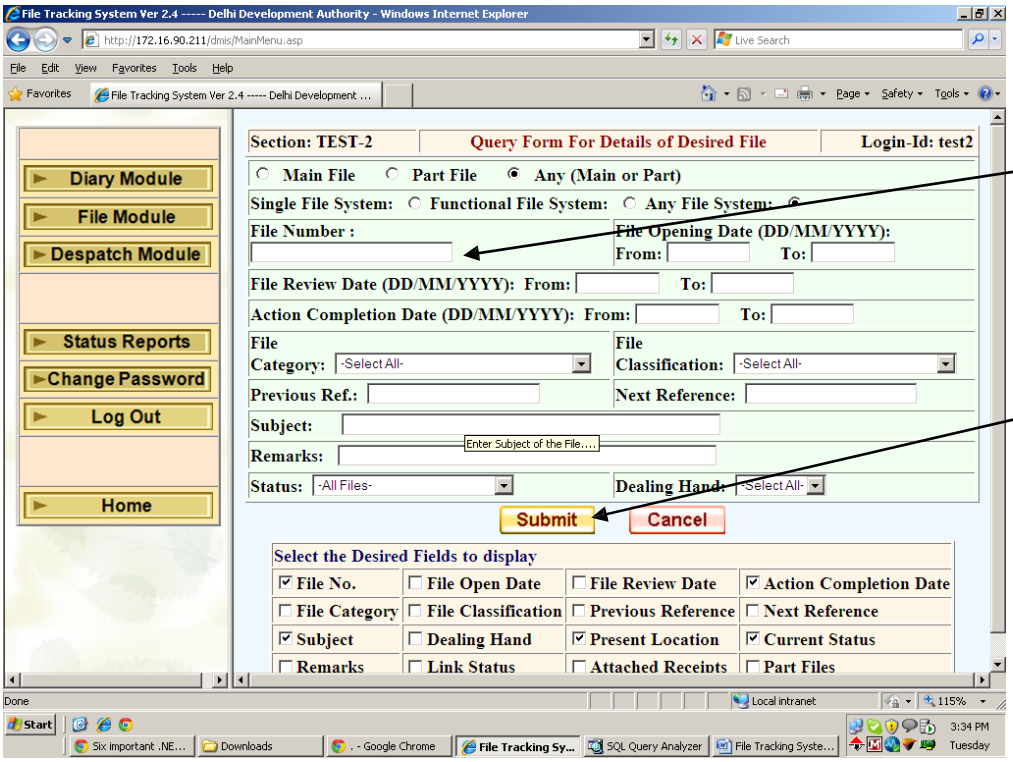
3. Tracking the File Movements

Step 1. Click on “File Query” on Home screen.



Click on File Query to track file movements

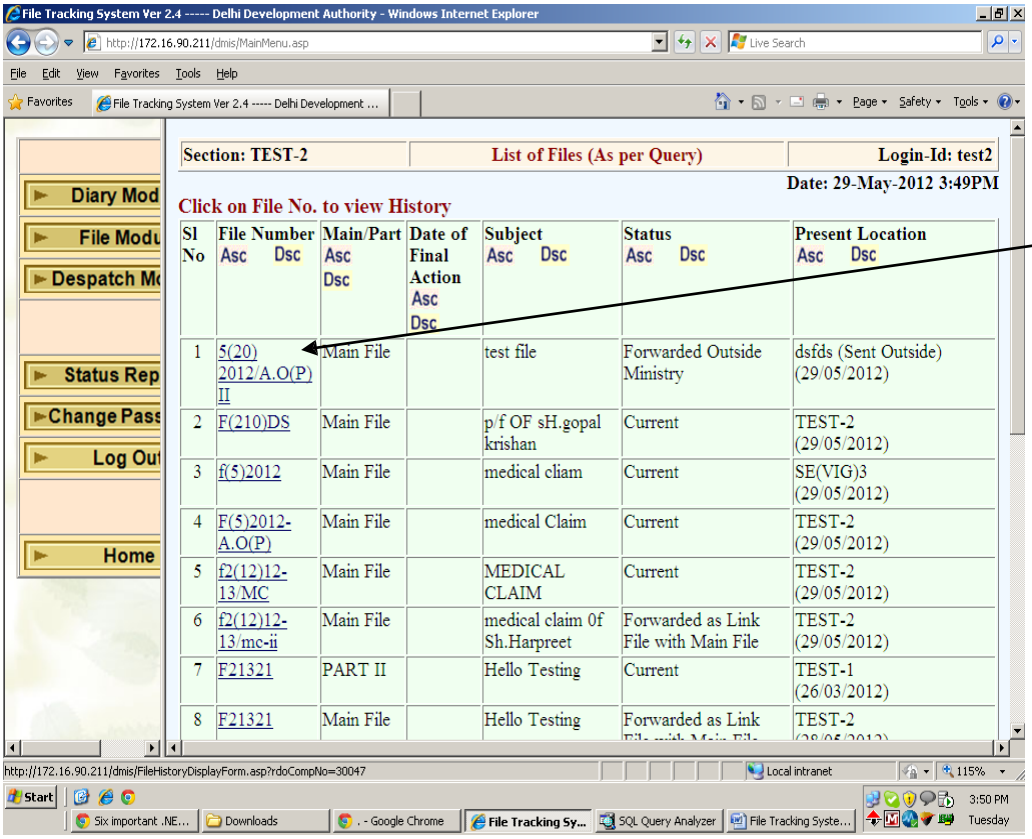
Step 2: After clicking on File Query you will get the following screen

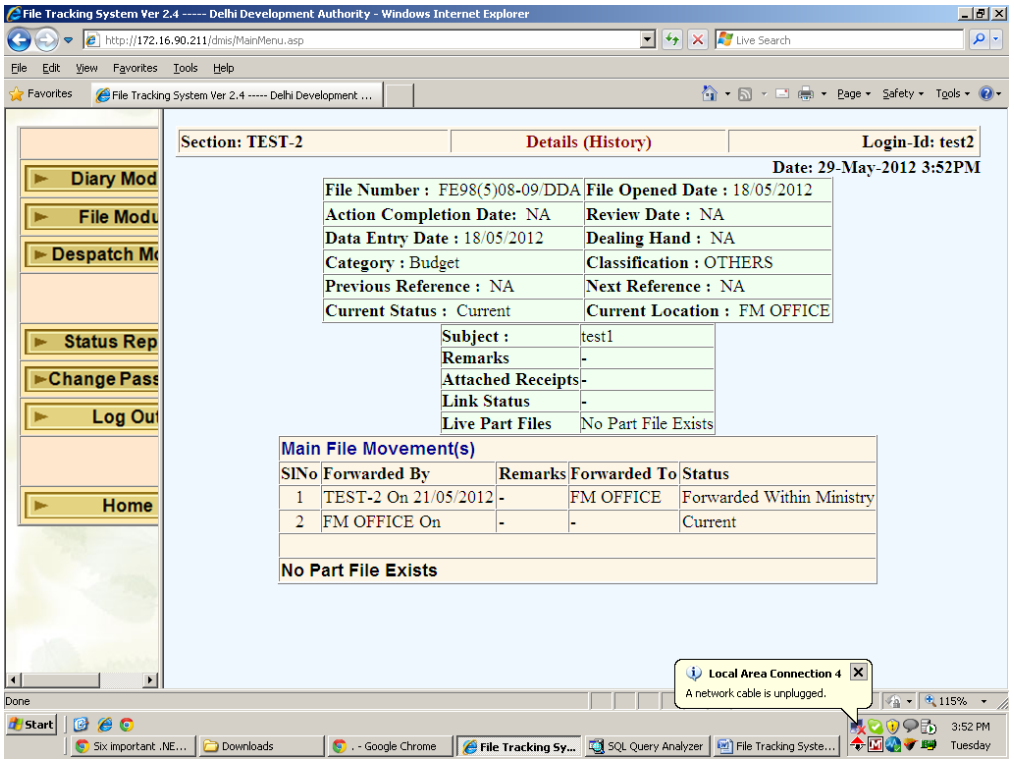


Enter file number here and click on submit click.

Click on submit to see the results

Step 3. Following screen is showed after clicking on submit button



Click on file number to see file movements

Clicking on any file number will show the movements of that file with details.